

ADMINISTRATIVE ASSISTANT (CLERK'S OFFICE)

Job Summary

Under the direct supervision of the Deputy Municipal Clerk, to efficiently manage the day-to-day business in the Municipal Clerk's office, including managing incoming and outgoing telephone calls, mail and faxes, assisting the public, record management, issuing permits and licenses, computer entry and maintaining supplies.

Job Duties and Responsibilities

Answer telephones and direct calls to proper person or department.

Take calls off the night auto attendant each morning and forward or handle calls.

Greet people who enter Borough Hall and direct them to the proper person or department.

Answer questions and courteously assist the public, including the various recreation programs that have sign up forms at Borough Hall.

Issue boat ramp and garage sale permits:

- Enter information into the computer

- Receive and record payments and receipts

- Transmit reports weekly to the Police Department

- Copy boat ramp report to Harbormaster at the end of each week from Memorial Day until Labor Day

Dog licenses – Enter information and record payments into the Edmunds dog licensing program, receive payments and issue the licenses and tags.

Make document or correspondence copies and distribute to appropriate parties/departments as needed.

Type letters, documents, reports and meeting minutes as required.

Prepare new resident letters for the Mayor.

Sort and distribute incoming faxes and send outgoing faxes.

Receive, sort and distribute incoming mail and packages and post outgoing mail.

Manage postage meter, copier and fax machine—including supplies and maintenance.

Monitor postage amount on meter and track mailings to be done so sufficient postage is always available.

Requisition for postage meter payment for NeoPost, coordinate check request with Council meeting dates when checks are made and order postage refill from online account.

Schedule bulk pickups for the Department of Public Works.

Sort and file documents and other paperwork.

Manage office supplies – monitor, order, distribute and put away supplies.

Keep supplies, forms and information stocked in entry foyer, at front desk and copier/mailbox area.

Assist people with the sign up book for messages on the Borough bulletin board.

Post signs at Borough Hall entrances for office closings for holidays.

Keep Community and Borough message boards in foyer and court building up-to-date.

Monitor the Borough Website and provide updates and information to the Website Manager as required.

Distribute and keep track of keys to the Bingham Hall, Courtroom and Borough vehicle.

Maintain cash drawer and prepare bank deposit slips.

Update Borough Directory and have printed at the beginning of each year.

Prepare and have printed postcard mailers for the Borough Special Events.

Notary Public duties for public as needed.

Respond to Open Public Records Requests (OPRA) and supply copies of requested documents within the required timeframe.

Accept and process raffle and social affair applications.

Prepare street opening permits.

Prepare and distribute mercantile and liquor licenses.

Assist with tax and sewer payment collection as required.

Perform other duties as required.

Job Qualifications

High school diploma required.

College courses in office procedures helpful.

Accurate and efficient typing skills.

Good organizational skills.

Proficiency in Microsoft Word and Excel and use of the Internet.

Knowledge of the Edmunds System a plus.

Proficiency in the use of office equipment including computers, printers, fax and postage machines, photocopiers and scanners.

Ability to follow instructions, make decisions and work independently.